Key Management Control Checklist for MWR Programs

MIS Software Products

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This checklist was prepared by
Information Management Directorate
U.S. Army Community & Family Support Center
Telephone DSN 261-1567
Commercial (703) 681-1567
FAX (703) 681-1597

Function

The function covered by these checklists is the administration, operation, and management of Morale, Welfare, and Recreation (MWR) Programs and Nonappropriated Fund Instrumentalities (NAFIs).

Purpose

1. The purpose of these checklists is to assist the MACOM and installation personnel responsible for--
   a. MWR programs and NAFIs in administering APF and NAF resources
   b. MWR program reporting requirements
   c. Managing MWR programs
   d. Other NAFIs

   in evaluating the *key management controls* related to the areas listed below.
2. Many of the questions are also pertinent to NAFIs other than IMWRF MWR programs.
3. **These checklists are *not* intended to cover *all* controls.**

Instructions

Answers must be based on actual testing of key management controls, such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. **These management controls *must* be evaluated at least once every five years.** Certification that this evaluation has been conducted must be accomplished on DA Form 1-2-R (Management Control Evaluation Certification Statement). This form is available on the world wide web at the following internet address: ftp://pubs.army.mil/pub/eforms/pdf/a11_2r.pdf More information about the Army Management Control Process can be obtained at the Army Internal Review website: http://www.asafm.army.mil/fo/fod/mc/mc.asp or by contacting the CFSC Management Control Administrator, Bill Smith at (703) 681-7412 or via email at: William.Smith@cfsc.army.mil.

Comments

Help make this a better tool for evaluating management controls. Submit comments to the Commander, U.S. Army Community and Family Support Center ATTN: CFSC-IR, 4700 King Street, Alexandria, VA 22302-4410.

INSTALLATION	Fort Monroe
ACTIVITY	Information Management
DATE	7 July 06

GENERAL ADMINISTRATION:

MIS SOFTWARE PRODUCTS

	YES	NO	N/A

A. Does management have access to the internet to enter into SNACS, FMBS, SMIRF, etc.?

	YES	NO	N/A
	X		

B. RecTrac, GolfTrac or Point of Sales Systems:

	YES	NO	N/A
1. Is RecTrac, GolfTrac or POS (where applicable) in use?	X		
2. Is the installed system used as a management tool?	X		
3. Are management level passwords known only to management?	X		
4. Are inventories loaded and updated timely?	X		
5. Are parent/child food menu items loaded and utilized?	X		
6. Are cashiers prevented from reading daily sales?	X		
7. Is batch processing accomplished on a LAN system?			X
8. Is all rental equipment loaded and controlled through Rectrac	X		

9. Are the following daily financial reports being run from Rectrac

	YES	NO	N/A
a. **Detailed** General Ledger Distribution Report (Covering cash drawers 0-999)?	X		
b. **Detailed** Cash Journal Report (Covering cash drawers 0-999)?	X		
c. Daily Activity Report (DAR) (Covering cash drawers 0-999)	X		

	YES	NO	N/A
Is the DAR being transmitted electronically to CAO?	X		

C. GEAC

	YES	NO	N/A
1. Are all users using their own login and passwords	X		

2. Are the following reports submitted to the CAO daily:

	YES	NO	N/A
a. Daily Activity Report generated by the GEAC system	X		
b. Daily Cash out Report for each cashier/shift	X		
c. Detail Ticket Report for all cashiers	X		
d. Daily Revenue Report	X		
e. Guest Ledger Summary Report	X		

NOTES:

[handwritten signatures and dates: 17 JUL 06]